

Workplace Alaska

Class Specification Payroll Specialist II

Created: 09/17/2002 by Keith Murry	AKPAY Code: P1245	Class Code:	PB0232
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	Approved by:	Class Status:	Active
Category: Professional	Class Title: Payroll Specialist II		
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Original Comments:

Subsequent Revision Dates/Comments:

09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: 03/18/2009 **EEO4:** B **SOC:** 13-2011 **Census:** 02

Last Update Comments:

KSA & MQ revisions (PMorrissey)

Definition:

Under general direction, Payroll Specialists II participate in the development and administration of the state payroll accounting system, test changes and upgrades to the payroll system to identify and correct problems prior to implementation, provide guidance and training to system users, and identify and resolve problems in the payroll accounting system's internal operations.

Distinguishing Characteristics:

Payroll Specialist II is an advanced level professional class in the Department of Administration, Division of Finance. Incumbents provide support and expertise in the administration of the statewide payroll system, serve as system experts to agency management and staff and participate in developing project plans and implementation schedules for system upgrades or changes. Payroll Specialists II perform assignments under one of two options: 1) through analysis of programmer's functional or summary documents, determine the expected impact of system changes and upgrades, write and execute test plans, prepare test environments, run test jobs, analyze test results and determine the need for additional testing, programming changes, or readiness for implementation; or 2) supervise the production payroll team.

Payroll Specialist II is distinguished from Payroll Specialist I by the Payroll Specialist II's higher level of expertise and responsibility for system administration and testing of system changes and upgrades.

Payroll Specialist II is distinguished from Payroll Specialist III by the Payroll Specialist III's role as assistant Payroll Manager with substantial responsibility and authority in system planning, development, administration and operation.

Payroll Specialists are distinguished from Accountants by the primary focus on the statewide payroll system and the required expertise in payroll functions and requirements.

Payroll Specialists are distinguished from the Human Resource Specialist series by the required expertise in the statewide payroll system and the knowledge necessary to maintain the system and complete payroll production.

Examples of Duties:

Maintain payroll fiscal systems; evaluate and reconcile multi-system interactions; set up and verify payroll system tables which control pay rates, deductions, employee and employer deductions, systems processing and payroll production processing.

Determine the expected impact of system changes and upgrades; write and execute test plans, prepare test environments, run test jobs, analyze test results; determine the need for additional testing, programming changes, or readiness for implementation

Supervise the statewide payroll production unit; ensure that payroll information and reports are submitted and processed in accordance with established procedures; monitor payroll processing; take corrective action to maintain a balanced payroll and accurate recording of changes; supervise receipt, audit, control, and processing of source documents.

Establish internal controls and monitor on-going work activities to ensure compliance with the payroll calendar; supervise the maintenance of controls and adjustments to year-to-date payroll records; validate each payroll run for accuracy, completeness and reasonableness; identify discrepancies and out-of-balance conditions and take corrective action.

Maintain payroll fiscal systems; evaluate and reconcile multi-system interactions; set up and verify payroll system tables which control pay rates, deductions, employee and employer deductions, systems processing, and payroll production processing.

Assist in researching problems; implement system changes in production system; participate in release analysis work; confer with data processing staff to resolve production data processing problems; recommend solutions to ongoing problems.

Recommend changes to payroll procedures and operational controls to ensure payroll information and reports are submitted and processed in accordance with IRS regulations, union contracts, Generally Accepted Accounting Principles, Alaska Statutes, and State Administrative Regulations.

Implement payroll system table changes and procedural modifications to comply with changes made to IRS regulations, union agreements and court decisions.

Recommend or prepare draft changes to payroll user manual and agency operating instructions; provide information to departments concerning procedural details.

Knowledge, Skills and Abilities:

Considerable knowledge of the financial applications of data processing, business law, and statistics.

Considerable knowledge of cost, fund, or government accounting, including sources of funds, segregation and display of expenditures, revenues, and budgetary accounting.

Considerable knowledge of Generally Accepted Accounting Principles.

Considerable knowledge of account analysis and error corrections and their impact on other accounts.

Working knowledge of a large organization's payroll accounting system.

Working knowledge of the Personnel and Leave Rules and practices, union contracts, federal, state and local income and tax regulations.

Ability to analyze payroll accounting transactions.

Ability to apply audit standards to implement, monitor, and modify internal procedures as necessary.

Ability to prepare and interpret financial statements which include reconciliations, and other financial reports.

Ability to use problem-solving techniques.

Ability to relate interdependent management information systems to each other.

Ability to analyze transactions for internal control compliance.

Ability to apply principles, methods, techniques, and systems of fiscal management.

Ability to establish and maintain effective working relationships with all levels of management.

Ability to apply sound, independent judgment in the solution of problems and in administration of programs.

Ability to present fiscal information in non-technical language.

Ability to plan, organize, and prioritize work to meet deadlines.

Ability to reconstruct incomplete, missing, or incorrect data.

Ability to interpret and apply the provisions of law, rule, or policy to specific situations.

Ability to analyze data, project outcomes and develop and implement procedures and systems to coordinate and control diverse financial activities.

Ability to monitor and evaluate the effectiveness of accounting systems and controls, identify problems, and devise corrective actions.

Ability to formulate new ideas for improved procedures.

Ability to interpret and implement internal control standards.

Ability to provide information orally and in writing.

Ability to assess the effect of changes in procedures on operations.

Minimum Qualifications:

Twelve semester or eighteen quarter hours in accounting from an accredited college or university that includes at least three semester or four quarter hours of cost, fund, or government accounting.

AND

One year of journey level experience in payroll accounting. This experience is equivalent to a Payroll Specialist I or Payroll Supervisor with

the State of Alaska or elsewhere.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have twelve semester or eighteen quarter hours in accounting from an accredited college or university that includes at least three semester or four quarter hours of cost, fund, or government accounting?

AND

Do you have one year of journey level experience in payroll accounting? This is equivalent to a Payroll Specialist I or Payroll Supervisor with the State of Alaska or elsewhere.